

OLRS Communication

- What?** Archive processes
- Who?** OLRS professional users
- Why?** Archive completed recruitment tools
- When?** Distributed 6/28/11

Message: Is your My HR screen getting cluttered with completed recruitments? Archiving your recruiting tools is not only a good business practice, but will also clear up your screen. You are able to access and view any of the recruitment tools in the archived status, including the ability to copy an archived posting.

Lock and Archive Referred Lists

Perform these steps after you have authorized the hire for the referred list in Insight.

1. Select **Referred** from the List link at the top of your My HR screen.
2. Click **View** in the List column for the referral.
3. In Select Action click on **Lock List**, in Select Candidates click on **All Candidates**.
4. Click on **Go**.
 - a. Locking a referral list means no additional activities can be performed on that referral. A list can be unlocked by submitting a request to servicecenter@dop.wa.gov.
 - b. The requisition's status will change to "Filled – Locked." Requisitions do not have the status of Archived. Status options are Filled, Cancelled, On Hold, Approved, and Open.
 - c. Once this step is completed, you cannot make any edits to the PA/Hire form completed on the Hired Candidate.
5. Archive the referred list by clicking on **Referred** from the List link at the top of the page.
6. In the Action column for the referral, click on **Archive**.

Archive Eligible Lists

1. Select **Eligible** from the List link at the top of your My HR screen.
2. Click on **Edit** in the Action column of the eligible list.
3. In the List Status dropdown options, select **Archived**.
4. Click on **Save**.

Archive Postings

1. Click on **Edit** in the Action column for the posting on your My HR screen.
2. At the top of the posting page, click on the **Archived** selection box to check it.

3. Click on **Save** at the bottom of the page.

Archive Exam Plans

1. Select **Exam Plan** from the CandidateTrack list.
2. Click on **Archive** in the Action column for the exam plan.
3. Click on **Ok** in the pop-up.

Draft Postings: If both the Archived and Draft selection boxes are checked on a posting, that posting will appear in both of those statuses. When you *archive a draft posting* uncheck the Draft box, check the Archived box, and then click Save at the bottom of the page.

If you created a posting that is still in draft that was never used for recruitment, you can delete the posting.

1. Select **Draft Postings** from the **Post** list.
2. Click on **Delete** in the Action column for the posting.
 - a. The Delete option does not appear if applicants have applied to the posting.

Close Out Recruitments: All completed recruitment activities, including hires, should be entered in the system by the 9th of every month. Statewide reports on offers accepted are run on the 10th or the first work day following the 10th.

New Location: On July 18th, the Department of Personnel's service center, recruitment, assessment, and online recruiting system support will be relocated to 1500 Jefferson Street, Olympia. All email addresses and the service center's key phone numbers (664-6400 and 664-1960 for job seekers) will not change. A directory of the new phone numbers will be published on DOP's website and communicated to the HR community.

Questions? Contact:

DOP Service Center: (360) 664-6400

Email Contact: servicecenter@dop.wa.gov

Want to review past communications? Visit [OLRS Notices](#) on DOP's website.